

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: October 13, 2015
Approved (November 13, 2015)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 12:14 p.m., Tuesday, October 13, 2015 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D.,MP; and, Administrative Assistant, Rhonda Boe. Kelly Parker, Executive Director, participated intermittently via telephone.

A motion was made by Ms. Bellaci to approve the agenda for the October 13, 2015 meeting. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The Board reviewed the minutes from the September 22, 2015 meeting. A motion was made by Ms. Brocato to accept the minutes with corrections. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The minutes from the July 21, 2015 and August 18, 2015 minutes will be reviewed at the next board meeting.

Pursuant to LSA R.S.42:6.1(4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

Ms. Bradford closed Executive Session and reported the following:

Credentials Review Committee: The Board reviewed the complete Behavior Analyst application files of: Jessica Hamilton, Kimberli Santa Maria, and Claire White. The Board agreed that all files met licensure requirements.

The Board reviewed the following files and their answers to **Part IV of the application:** Wendy Blackwell and Jordan Milliner. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the following files of individuals who were asked to supply additional information to **Part IV of their application:** Anastasia Brooks, Heather Downing, Jeffrey Gibson, and Jessica Ward. The Board discussed their files and opined the additional information provided was satisfactory information for registration.

The Board reviewed the file of Tammy Smith. Ms. Smith's Line Technician Registration had been revoked on August 18, 2015 for failure to supply additional information. Based on the information provided and explanation for no response, the Board reconsidered the revocation and discussed the file. It was opined that the information provided was satisfactory to withdraw the revocation.

The Board reviewed the following files of BA Applicants that were nearing the one year anniversary of their application date: Rajesh Sharma, Laura Butler, Sally Guidry, Jennifer Yakos, and Hanna Rue. Ms. Guidry sent a letter informing the Board she was withdrawing her application for an Assistant Behavior Analyst and applying for Behavior Analyst Licensure. Ms. Guidry's SCABA file was closed and the Board requested an email and letter be sent to her confirming same. The Board requested the other applicants be sent emails and certified letters explaining what steps still needed to be completed for their Licensure and advising them they could withdraw their application before the one year anniversary of application or if the Board received no reply they would be denied on the one year anniversary of their application.

Complaints Committee: Ms. Boe reported that the Consent Order was paid. A new page on the website titled "Disciplinary Action" was added and the Consent Order will be posted. Discussion was held regarding where else it may have to be posted or any organizations that need to be notified. Ms. Chovanec will research and report back to Board. The board also discussed there were two current complaints and these would be good training opportunities for Ms. Boe. They instructed her to contact Ms. Parker for direction.

Finance Committee: Ms. Longwell made a motion to pay the September LSBEP invoice. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

It was requested Ms. Boe contact Ms. Dominique to obtain an amended budget for the board to approve. The board would like to request from Ms. Dominique month to month figures. Ms. Boe advised the Board that an engagement agreement was entered into with William Mercer for the End of Year Compilation. A copy will be sent to Ms. Dominique to compile the needed documents. An extension request until November 13, 2015 was submitted to the State. Ms. Longwell stated Ms. Parker mailed a laptop back to the LSBEP office containing financials for the LBAB board and a statement from Ms. Dominique should be ready in about one week.

Jurisprudence Examination Committee: Ms. Bradford will remove comments and prepare the final form. Ms. Bellaci moved to approve the Jurisprudence Exam and implement it on January 1, 2016. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay. Ms. Chovanec will have a Jurisprudence Exam policy and procedures drafted for the next meeting to include items such as timeline/scoring/accomodations/failure/appeals, etc.

Legislative Oversight Committee: Dr. Gautreaux was extended an offer to attend today's meeting but was not available. He stated he was in agreement with the proposed changes to the MOU. Ms. Bellaci will complete a new draft and forward to Ms. Bradford for her review and signature. The MOU will then be sent to LaBAA.

Discussion was held regarding where the Board stands legally in suspending RLT's temporarily or permanently in such cases where the CBC results differ from the RLT's disclosure. The Board would like clarification as to their legal authority to enforce the rules for the Supervision Guidelines. The Board also needs direction on removal of a board member. Ms. Brocato will contact Bill Bryan of the AG's Office to discuss and also see if he is available for the next meeting to give a report to the Board.

Discussion was held concerning recent feedback to the Supervision Guidelines which had been posted on the website for months inviting comments. The Supervision rules will be revisited for clarification and the Board is inviting comments/concerns/questions from the LBA's. The Board's number one mission is to protect the public and decisions will be made from that standpoint. Ms. Brocato made a motion to give Ms. Boe authority to send an email to all BA's requesting any feedback be sent in before the next meeting. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay. Ms. Boe presented a question about supervision of a Line Tech who picks up a shift for a client not assigned to them. According to current guidelines, the Board stated the answer is yes. The Line Tech still needs to be supervised with that client.

Polices and Procedures: Ms. Chovanec finalized Renewal and Change of Supervisor policies. Clarification was needed on the renewal policy regarding renewal packets delivered to the office being initialed by both staff and applicant or representative. Ms. Boe stated this would help her with accountability. The language will be changed to include "renewal packet delivered in office, with a scheduled appointment" as Ms. Boe cannot be available to accept renewal packets all day. Any place it states one week, 7 days or 10 days will be replaced with 7 or 10 calendar days. Ms. Longwell made a motion to accept these two policies with the changes. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

Continuing Education Committee: Discussion was held about CEU's. Policy is CEU's are pro-rated for newly licensed BA's or certified SCABA's in the calendar year licensing and/or certifying occurs. Ms. Boe presented the current letter that is sent with licensure/certification and a new one will be drafted explaining the requirements. Ms. Bellaci will draft letter and send to Ms. Boe.

Long Range Planning Committee: No new report.

2016 Renewals: The renewal form needs to be posted on website by Monday. Ms. Boe will check with Ms. Parker if any changes, other than the dates, are needed. Ms. Boe stated postcards would be mailed out to BA's this week. The board directed Ms. Boe to

add a sticker to the postcards noting a change from Ms. Parker's email address to Ms. Boe's email address as a first point of contact. Ms. Boe was also tasked to send an email to the BA's advising them of this change. A motion was made by Ms. Bellaci to authorize Ms. Boe to update the website with the new Renewal Form. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

Future New Business: An audit process needs to be developed for Supervision Guidelines and CEU's reporting. Ms. Bradford offered to work on these items. Hiring of a legislative consultant was discussed at last meeting and Ms. Parker told the board they needed to do this soon and not wait until end of year. Ms. Boe was tasked with researching and obtaining quotes from someone experienced with associations and/or regulatory boards to guide the Board through the legislative process and who has no conflict of interest. She will contact Ms. Parker for input and if needed contact other ED's for referrals.

Ms. Bradford moved to adjourn the meeting at 2:56 p.m. The motion passed unanimously.